

WINCHESTER PARKING AUTHORITY

April 25, 2013

MEMBERS PRESENT: Dick Helm, Kim Burke, Jeffery Rives & Mike Miller

OTHERS PRESENT: Samantha Anderson, Teresa Couch, Jennifer Bell, Leslie Bowery, Tom Denney, Kenny McKee & Tom McFillan

I. CALL TO ORDER

Chairman Helm called the meeting to order at 7:29 a.m. at which time it was determined a quorum was present.

II. REVIEW OF MARCH 2013 MEETING MINUTES

The minutes were submitted by Chairman Helm and, without objection, were unanimously approved. At this time, Chairman Helm requested that the meeting agenda be amended to address New Business at the beginning of the agenda followed by Old Business.

III. NEW BUSINESS

1. Kee Construction Request for Autopark Lot

Anderson explained to the Authority the request from Kee Construction for use of the Autopark Lot during Phase II of the Taylor Hotel construction. Anderson stated that Kee Construction would be using the lot mainly for construction employees parking and possibly having a storage container on site if deemed necessary. Kee Construction would need use of the Autopark Lot from May 2013 thru December 2013 or until completion of their contractual responsibilities.

Helm expressed concerns with leasing the lot to construction companies, citing prior agreements with construction companies providing work on the Taylor Hotel in which the Autopark Lot suffered from damages. Helm stated that he understood the nature of importance of the Taylor Hotel project; however, the WPA is not a participant in the project. Helm noted that the Authority can lease the Autopark Lot for a fee per its charter and suggested to Anderson that it could negotiate with Kee Construction a rate similar to previous agreements and then proceed accordingly.

Tom McFillen, Kee Project Coordinator, addressed the Authority by stating his awareness of concerns the Authority may have with leasing the Autopark Lot to another construction company due to previous problems. McFillen assured the Authority that Kee Construction operates their company differently than other construction companies. McFillen expressed the importance of utilizing the lot explaining that it would be beneficial to the company in order to conduct its operations due to certain company vehicles not being able to fit inside of the parking garage due to height restrictions. McFillen stated that the construction

company would be more than willing to cooperate with the Authority on any restrictions, inspections or requirements otherwise with leasing the Autopark Lot.

Helm noted in reference to the time schedule of leasing the lot that December would be a difficult month to comply with due to its use during the holiday season adding that the public, however, does want to see the Taylor Hotel project completed.

On motion duly noted by Miller and seconded by Burke, the Authority approved for Anderson to negotiate a lease agreement with Kee Construction for use of the Autopark Lot during Phase II of the Taylor Hotel project from May 2013 thru December 2013 for a fee yet to be determined.

2. Winchester Parks and Recreation Request for July 20, 2013

Bowery explained to the Authority the request from Winchester Parks and Recreation for use of the Plaza Lot on July 20, 2013 from 9 am to 8 pm for the Salute to Our Troops Parade and Event. Bowery stated that the Plaza Lot will be used to shade and hold approximately 30 to 40 horses that will be participating in the parade and accompanying the soldiers of the Buffalo Soldiers Reenactment Group during a meet and greet session.

Helm stated that according to its charter, the Authority will have to charge a fee for use of the lot.

On motion duly made by Miller and seconded by Rives, the Authority approved the request from Winchester Parks and Recreation for use of the Plaza Lot on July 20, 2013 from 9 am to 8 pm for the Salute to Our Troops Parade and Event. The Authority approved that a flat fee of \$50 will apply for use of the Plaza Lot.

3. Winchester Main Street Ag Day Request for September 28, 2013

Anderson explained to the Authority the request from the Frederick County Farm Bureau for use of the Palace and Hable Lots on September 28, 2013 from 9 am to 5 pm for the Winchester Main Street Agriculture Event. Anderson noted that the Farm Bureau hosted the event on the Hable Lot last year and did a superb job with cleaning up the lot after the event and no damages occurred.

Miller questioned whether the Farm Bureau would need only a portion of the Palace Lot in addition to the Hable Lot and if so would the fee for the lot need to be reduced. Anderson stated that the Farm Bureau would need to use the remaining 22 spaces on the Palace Lot. Helm suggested that simplifying the rates would be easier to manage; therefore, fees for lot use should be kept the same.

On motion duly made by Miller and seconded by Burke, the Authority approved the request from the Frederick County Farm Bureau for use of the Palace and Hable Lots on September 28, 2013 from 9 am to 5 pm to host the Winchester Main Street Agriculture Event for a flat fee of \$50 per lot for a total of \$100.

IV. OLD BUSINESS

1. Meter ordinances updates

Anderson informed the Authority that the meter ordinances proposed to City Council were approved and the updated ordinances will be effective July 1, 2013. To summarize, the ordinances consist of increasing meter rates in certain areas up to \$.75 per hour and change the hours of enforcement from 9 am – 4 pm to 9 am -6 pm Monday thru Friday with the exception of nights, weekends, and certain posted City recognized holidays in which meters would be free.

In preparation of the new ordinances, Helm questioned the progress of identifying meters where the rate has been increased by using either stickers or signs. Anderson replied that she has been working on various ideas which included color coating the stickers for distinction purposes. Helm noted that a downtown stakeholder suggested the idea of color coating the meters, however, he was not enthused about the idea because he felt it would not be aesthetically appealing. Miller agreed stating that he felt stickers would present a better solution for rate identification. Helm stated that City Council gave their approval for delaying the transition if the Authority was not fully prepared to enact the ordinances on July 1, 2013. Burke added that the Authority should consider not advertising the meter rate changes or increased hours of enforcement and let the process occur without any undue attention.

Anderson asked the Authority for a course of action. The Authority directed Anderson to proceed with obtaining identification sticker proofs for the meters and any further decisions would be made after reviewing the proofs.

2. Inclement weather policy discussion

Tom Denney, Public Works division manager, addressed the Authority by stating that it was under the presumption of and expected by the City Manager that when the City enacted snow plan B which includes the removal of vehicles off of snow emergency routes and plowing is engaged, that the garages would be available for parking to its citizens for free. Denney further explained that snow plan A consists of all moving vehicles to be equipped with snow tires or chains and chemicals would be applied to the streets. Denney acknowledged that WPA may not be made aware immediately of any enactments of snow plans when they occur and suggested that WPA could register with ECC for text message notifications during inclement weather, however, he could not guarantee the reliability of this as problems with this method have occurred in the past. Denney stated that it was his opinion the best solution for obtaining information during inclement weather events would be to use various forms of social media.

Helm stated that the Authority had numerous issues with the expectation of free parking being made available to the public during inclement weather events. Helm noted that one example of issues arising is when the public enters the garages with the understanding that it is free to park then not leaving the garages in a timely fashion after the snow plans have been deactivated thus resulting in the public

having to pay to exit. Miller questioned if there were any existing city ordinances that require the garages to be made available during inclement weather for free parking. Helm stated that the Authority has no known knowledge of any ordinances or codes outlining that requirement, however, if there would be one in existence it would most likely be outdated since it would have been implemented before 24/7 automation of garages occurred. Miller stated that parking is a commodity during inclement weather and all of the garages are open and available for parking 24/7 year round. Miller also noted that offering free parking is in violation of the Authority's charter. Standard rates should apply unless that would be in direct violation of any current city ordinances stating otherwise. Helm agreed noting that even though standard rates do apply, the garages are indeed open and available for public use 24/7. Miller stated that if it is found that city ordinances or codes do exist requiring the garages to be open for free parking, the Authority should address this and have the said ordinance or code updated. Rives reminded the Authority that it should consider inclement weather as being a safety issue for the public when making any decisions. Denney suggested to Anderson that she check with the Police Department in reference to this noting that the Police do go door to door and instruct the citizens to park in the garages when snow plan B goes into effect.

Helm instructed Anderson to review existing city ordinances and codes pertaining to inclement weather policies and to submit an action item to change ordinances or codes if it implies in any way that free parking is to be made available in the garages. Helm added that regardless of the results found by Anderson, the Authority needs to alert the City that it wishes to be omitted from any inclement weather policies or any expectations of free parking being made available during such time noting that garages will remain open as always with standard rates to apply.

V. REVENUE REPORT FOR MARCH 2013 (Quarterly)

Rives reported that the grand revenue total for March 2013 was \$72,187, an increase of \$828 or 1% in comparison to March 2012. Total hourly revenue for March 2013 was \$14,891, an increase of \$32 or 0% in comparison to March 2012. Rent revenue for March 2013 was \$37,347, an increase of \$6,326 or 20% in comparison to March 2012. Total meter and fine revenue for March 2013 was \$19,116, a decrease of \$5,778 or -23% in comparison to March 2012. Validation coupon revenue was \$833 for March 2013. There was no miscellaneous revenue to report for March 2013. Total hourly parking tickets for March 2013 was reported at 7,526 showing an increase of 2,435 tickets in comparison to the previous month. At the end of March 2013, there were 940 spaces or 67% of total utilization of spaces being rented at all four parking garages with a total of 464 spaces available for rent. Of the 464 spaces available for rent, 329 spaces were located on the roof and 135 spaces were located undercover. At the end of March 2013, the total revenue for FY 2013 thus far was reported at \$710,193 or 7% in comparison to the previous year.

Rives reported that the total revenue for the third quarter of 2013 was \$240,558, an increase of \$3,272 or 1% in comparison to the third quarter of 2012. Total meter and fine revenue for the third quarter of 2013 was \$56,052, a decrease of \$12,085 or -18% in comparison to the third quarter of 2012. Total hourly revenue for the third

quarter of 2013 was \$39,433, an increase of \$1,609 or 4% in comparison to the third quarter of 2012. Total rent revenue for the third quarter of 2013 was \$141,351, an increase of \$13,663 or 11% in comparison to the third quarter of 2012. Total miscellaneous revenue for the third quarter of 2013 was \$948, a decrease of \$1,471 or -61% in comparison to the third quarter of 2012. Total validation coupon revenue for the third quarter of 2013 was \$2,774, an increase of \$1,556 or 128% in comparison to the third quarter of 2012.

Rives noted that the Authority has rented approximately one third of its available spaces in the garages, therefore, plenty of parking is still available for rent. Burke explained that it seems as though the public is very choosy about where they want to rent spaces noting that even though there are plenty of spaces overall available to rent, individuals want to rent in specific garages and will turn down available spaces if the location is not in the garage of their choosing. Burke noted that hourly parking has increased in the garages. Helm stated that the Authority will need to monitor meter and fine revenues when the meter rate increases go into effect.

VI. EXECUTIVE DIRECTOR'S REPORT FOR MARCH 2013

Anderson informed the Authority of the following:

- Reserved Saturday ticket sales for Apple Blossom were picking up – thus far having sold 70 tickets which excludes Braddock Autopark
- Completed repairs to brick wall at Court Square Autopark
- Completed landscaping and the following at Court Square Autopark:
 - Added 2 post lights (reused poles, painted black and purchased new fixtures)
 - Mulched front 2 beds
 - Planted tulips in median, removed bushes & did same with Braddock Autopark Median
 - Removed 7 juniper bushes and stumps
 - Plan to add flowers in front beds
 - Decorative balls installed in front trees – pink, green and white
 - Have received a lot of positive comments on the appearance of the garage. People have appreciated the upgrade and wanted to express their thanks to WPA
- Receiving two individuals from community inmate work force program on Monday April 22, 2013 to assist in painting Court Square Autopark
- Lantz and crews have moved out of Autopark Lot (end of Taylor Hotel Phase I)
- Staff will spend Monday and Tuesday, cleaning, removing bushes that were damaged on Autopark Lot
- Staff repaired the broken parking meter at Autopark Lot in house with spare parts
- Painted lines and spruced up the mulch at Autopark Lot in preparation for SABF

Helm asked Anderson if SABF was voicing any demands for the Palace and Hable Lots during the festival to which Anderson replied no because the lots are inaccessible during the festival and will have to be closed. Palace lot is still under construction and only construction equipment is utilizing the lot currently. Anderson informed the Authority that residents of the Wolfe Street Apartments did call with an interest in using the lots for parking, however, it was explained to them that the lots would be closed and inaccessible. Helm asked Anderson when the Hable lot is closed is WPA planning to leave existing vehicles that may be parked there to which Anderson replied yes. Helm suggested to Anderson that if the Authority has any monthly parkers who plan to vacate the garages during the festival, the Authority could offer them the spaces on Hable lot to park their vehicles during the weekend. Anderson noted that the School Board may be interested in utilizing the lot. Helm instructed Anderson to ask the School Board and any others she may feel would have an interest in using the Hable lot for parking, if there is no interest expressed, and then ask any of the vendors coming for the festival if they would be interested in using the Hable lot for parking.

Burke informed the Authority that she and Anderson visited area merchants to discuss parking in the downtown area. Burke stated that they were not able to speak with all the merchants; however, the visits with merchants they could speak with went well. Burke explained that the reason for doing this was that it had been noticed on social media forums various complaints and concerns were being expressed and felt it would be beneficial to have an informal meeting with merchants to explain the WPA position. Burke stated that overall only 5 individuals expressed concerns or complaints. Burke noted that meters were the overall issue with merchants and that it was explained to them that the WPA was trying to find other means with which to increase its revenues without have to consistently increase monthly rental rates in garages.

Anderson informed the Authority that monthly parkers are continuing to use the ground floors of the garages for parking and it continues to be a problem. Miller asked Anderson if the rental agreement states that the ground floor cannot be used for parking to which Anderson replied yes. Anderson stated that when monthly parkers are confronted about their abuses and informed that their access card privileges will be revoked, they threaten to break gate arms to exit. Anderson asked the Authority if it should consider issuing tickets for offenders. Helm asked Anderson if issuing tickets was an option to which Anderson replied yes that a ticket can be written for not following signage resulting in a \$25 fine. Miller noted that the Authority has an obligation to keep the ground floor available for transient parking and Helm agreed adding that it is the Authority's obligation to be fair and equitable to everyone who uses the garages. Helm suggested to Anderson that the offender should be called when their vehicle is parked on the ground floor and given an opportunity of at least 20 minutes to move vehicle off the ground floor and back into their monthly rental space before a ticket is issued.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:33 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday May 30, 2013 at 7:30 a.m. in Council Chambers.

Respectfully submitted,

Teresa Couch
Secretary

Minutes Approved: Teresa Couch